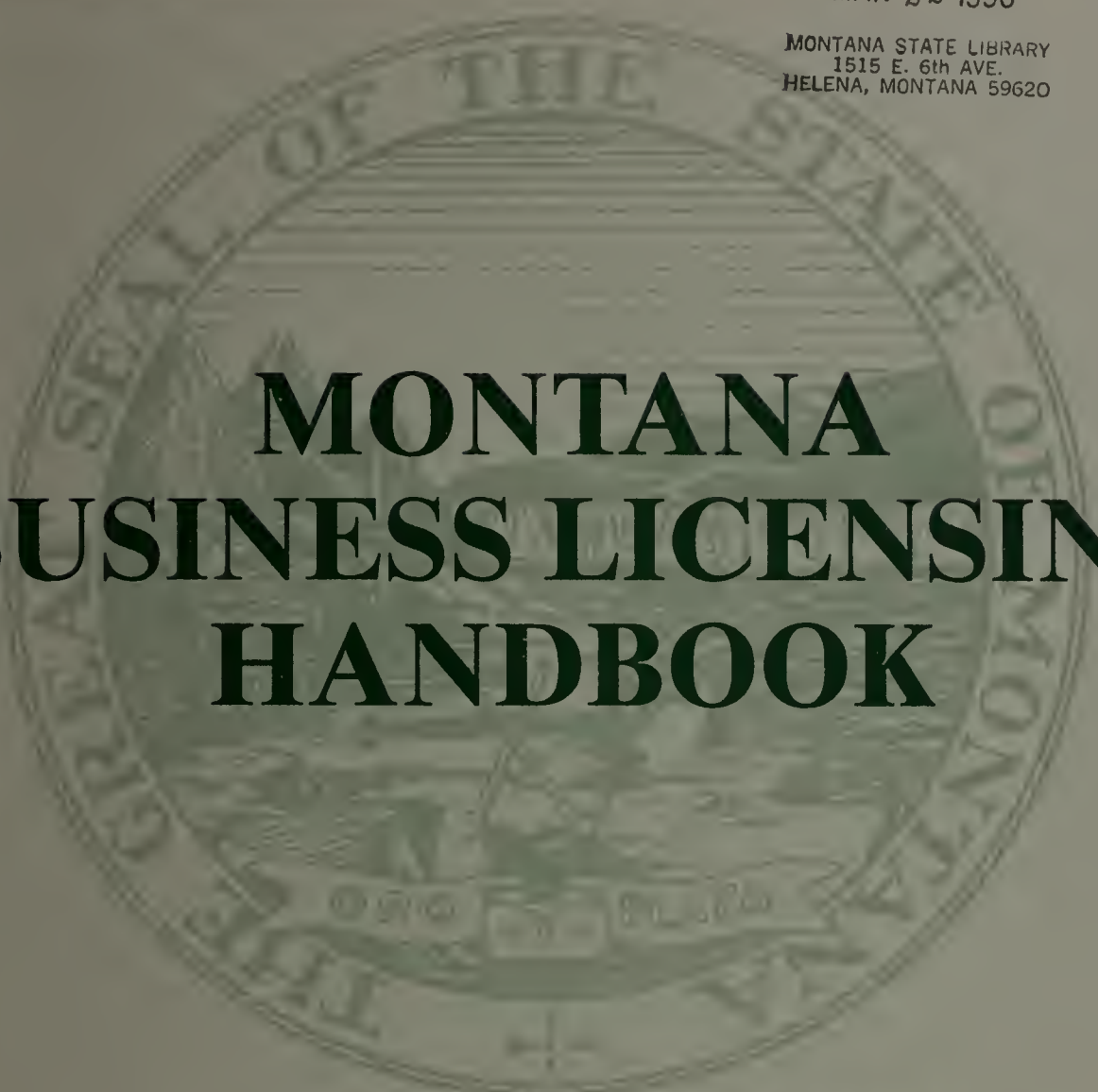


Montana Business
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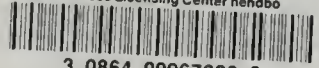
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HANDBOOK

MONTANA BUSINESS LICENSING CENTER

**DEPARTMENT OF COMMERCE
1424 9TH AVENUE
HELENA, MONTANA 59620**

**REBECCA R. BAUMANN
BUSINESS LICENSING SPECIALIST**

**DEPARTMENT PHONE NUMBER: (406) 444-3923
IN-STATE TOLL-FREE PHONE NUMBER 800-221-8015**

January, 1990

FORWARD

This handbook is a compilation of state licenses required by law to do business in the State of Montana. Most required application forms and information can be obtained from the Business Licensing Center of the Department of Commerce, as well as from the individual issuing agency.

The information listed is obviously presented in summary form. Every effort has been made to be accurate and comprehensive, however, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

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DEPARTMENT OF AGRICULTURE

Plant Industry Division

Agriculture/Livestock Building
6th & Roberts
Helena, MT 59620
(406) 444-3730

License: Alfalfa Leafcutting Bee Registration

COST: \$15.00 Additional Laboratory services; certification available at additional cost
CODE/ARM: Title 8, Chapter 6

License: Agricultural Seed

Seed conditioning plant, Seed labeler, Seed dealer, or Seed dealer—only

COST: \$35.00 for one or more of Seed conditioning
\$15.00 Labeler or Seed dealer — only \$15.00
CODE/ARM: Title 80, Chapter 5

License: Bees & Honey

COST: \$10.00 Minimum \$200.00 maximum—based on number of hives, Apiary registration required.

CODE/ARM: Title 80, Chapter 9

License: Commercial Feed or Pet Foods—Registration

COST: \$25.00 Each pet food; \$6.50 Each commercial feed
CODE/ARM: Title 80, Chapter 9

License: Feed Permit/Feed Registration

COST: \$25.00 license, \$5.00 per product line
CODE/ARM: Title 80, Chapter 9

All commercial feed dealers, feed distributors, and feed manufacturers for distribution must obtain a permit before conducting business in or into Montana. Pet food manufacturers and dealers selling only pet foods do not need a permit.

License: Fertilizer/Soil Amendment Licenses

COST: \$50.00 each renewal received before January 1
\$75.00 each renewal received after January 1, or each new license.

CODE/ARM: Title 80, Chapter 10

Exemption—Dealers who sell exclusively unmanipulated animal or vegetable manures, or specialty fertilizers (packaged for non-farm use) do not need this license.

License: Itinerant Merchant's License

COST: \$60.00 Per truck or roadsides stand, Surety Bond required
CODE/ARM: Title 80, Chapter 3

License: Nurseryman's License

COST: Class A — General nursery license/\$50.00
Class B — Small fruits, shrubs and bushels/\$35.00
Class C — Bulbs, perennials, and greenhouse plants only/\$20.00

CODE/ARM: Title 80, Chapter 7

License: Permit of Exemption (Itinerant/Wholesale License)

COST: \$20.00 Per truck, roadside stand or place of business. Only sale of self-grown produce allowed.

CODE/ARM: Title 80, Chapter 3

License: Produce Wholesaler's License

COST: \$200.00 Surety Bond required
CODE/ARM: Title 80, Chapter 3

License: Public Warehouse and/or Commodity Dealers License

COST: \$35.00 Warehouse fee minimum—\$160.00 maximum depending on storage capacity
\$35.00 Commodity Dealer minimum—\$160.00 maximum depending on volume of business conducted
\$25.00 Trucker-Dealer fee—per truck additional. Bonding for Public Warehouseman & Commodity Dealers required.

CODE/ARM: Title 80, Chapter 4

License: Registration of Commercial Fertilizer, Soil Amendment, or Specialty Fertilizer

COST: \$10.00 Per soil amendment
\$10.00 Per commercial fertilizer
\$25.00 Each specialty fertilizer

CODE/ARM: Title 80, Chapter 10

DEPARTMENT OF COMMERCE

Consumer Affair Unit

1424 9th Avenue
Helena, MT 59620
(406) 444-4313

License: Proprietary School Agent Permit

COST: \$25.00; Renewal—\$10.00
CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 3

License: Proprietary School License

COST: \$50.00; Renewal—\$25.00; \$10,000 Surety Bond required
CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 2

Weights and Measures Bureau

1424 9th Avenue
Helena, MT 59620
(406) 444-3164

License: Weighing Device Permit

COST: Variable
CODE/ARM: Title 30, Chapter 12

License: Petroleum Dealer's License

COST: Variable
CODE/ARM: Title 82, Chapter 15

Building Codes Bureau

1218 East 6th Avenue
Helena, MT 59620
(406) 444-3933

License: Building Permit

COST: Building permit fee varies dependent on total valuation, 25% plan review fee added.
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Electricians, Electrical Contractors

COST: Contractor — \$75.00 (\$50.00 annual renewal)
Master — \$25.00 (\$20.00 annual renewal), \$50.00 — Application plus Exam Cost (Same for Journeyman and Electrical Wireman)
Journeyman — \$10.00 (\$7.50 annual renewal), same for Residential Wireman

CODE/ARM: Title 37, Chapter 68; ARM Title 8, Chapter 18

License: Electrical Permit

COST: Variable
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Fireworks Wholesaler Permit

COST: \$55.00 application fee (retail license incomplete)
CODE/ARM: Title 50, Chapter 37; ARM Title 8, Chapter 70

License: Installation or Alteration of Power Elevators

COST: Variable
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Mechanical Permit

COST: Varies on mechanical system
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Plumber

COST: \$85.00 Master and Journeyman; \$125.00 Application plus Exam Cost
CODE/ARM: Title 37, Chapter 69; ARM Title 8, Chapter 44

License: Plumbing Permit

COST: Variable
CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Public Contractor's License

COST: Class A — \$250.00; Class B — \$165.00; Class C — \$100.00
CODE/ARM: Title 37, Chapter 71; ARM Title 8, Chapter 115

Financial Division

1424 9th Avenue
Helena, MT 59620
(406) 444-2091

License: Consumer Loan License

COST: \$175.00 First year; Renewal \$125.00
CODE/ARM: Title 32, Chapter 5

License: Consumer Loan Supplementary License

COST: \$75.00 Annually
CODE/ARM: Title 32, Chapter 5

License: Credit Union

COST: License and exam fee is variable
CODE/ARM: Title 32, Chapter 3; ARM 8.8401 402 8.80

License: New Bank Charter

COST: \$3,000.00 Annual assessment
CODE/ARM: Title 32, Chapter 1

License: Sales Finance Company License

COST: \$100.00 Annually
CODE/ARM: Title 31, Chapter 1

Beginning 10-1-89 escrow companies will be licensed. Licensing process and cost will be by rule. Rulemaking has not yet begun.

Public Safety Division

1424 9th Avenue
Helena, MT 59620
(406) 444-3737

License: Certificate of Registered Tramway Engineer

COST: \$10.00 — Application; \$5.00 — Renewal
CODE/ARM: Title 23, Chapter 2; ARM Title 8, Chapter 72

Milk Control Bureau

1520 East 6th Avenue
Helena, MT 59620
(406) 444-2875

License: Producer, Producer-Distributor, Distributor, and Jobber License

COST: \$2.00 each Annually
CODE/ARM: Title 81, Chapter 23

Professional and Occupational Licensing Bureau

1424 9th Avenue
Helena, MT 59620
(406) 444-3737

ARCHITECTS, BOARD OF

(406) 444-3745

License: Architectural Examination License

COST: Examinations & Re-examination License

Division A — \$36.00 Division B — \$78.00

Division C — \$96.00 Division D/F — \$30.00

Division E — \$12.00 Division G-I — \$36.00

\$100.00 — Reciprocity; \$45.00 — Renewal; \$85.00 — Late renewal; \$20.00 Original license fee; \$27.00 Documents

CODE/ARM: Title 37, Chapter 65; ARM Title 8, Chapter 6

ATHLETICS, BOARD OF

(406) 444-5433

License: Boxer — Wrestler (professional)

COST: \$10.00 Annually

License: Promoters

COST: \$100.00 plus \$5,000 Surety Bond

CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

License: Referee or Manager

COST: \$10.00 Annual

CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

License: Seconds or Judges

COST: \$5.00 Annual

CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

BARBERS, BOARD OF

(406) 444-3738

License: Barber License

COST: \$ 30.00 Exam fee plus \$15.00 License fee

\$ 15.00 Annual renewal

\$ 20.00 Shop plus \$25.00 inspection fee

\$ 20.00 Shop annual renewal

\$150.00 Reciprocity

\$ 50.00 Original license for Barbers school

\$ 35.00 Renewal for Barbers school

\$ 50.00 Original — instructor

\$ 25.00 Renewal — Instructor

\$ 10.00 Temporary permit

CODE/ARM: Title 37, Chapter 30

CHIROPRACTORS, BOARD OF

(406) 444-5433

License: Chiropractor

COST: \$125.00 Application Fee

\$100.00 Annual renewal fee — active

\$ 50.00 Annual renewal fee — inactive

\$ 50.00 Re-examination fee

\$ 35.00 Late fee

CODE/ARM: Title 37, Chapter 12; ARM Title 8, Chapter 12

COSMETOLOGISTS, BOARD OF

(406) 444-4288

License: Salon (all establishments)

COST: \$25.00 Original shop license
\$15.00 Renewal
\$25.00 Penalty
\$25.00 Annual inspection fee

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Cosmetologist-Manager Operator

COST: \$ 10.00 Renewal license
\$ 25.00 Penalty — year
\$150.00 Reinstatement
\$ 75.00 Reciprocity

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Cosmetologist-Student

COST: \$ 5.00 Registration or re-enrollment
\$20.00 Exam
\$ 5.00 Temporary permit
\$25.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Electrologist

COST: \$ 10.00 Original License or Renewal
\$100.00 Exam or reciprocity
\$ 25.00 Penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Manicurist

COST: \$10.00 Renewal License, original or penalty — \$25.00

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Manicurist-Student

COST: \$ 5.00 Registration or re-enrollment
\$40.00 Examination
\$25.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

DENTISTRY, BOARD OF

(406) 444-3745

License: Dentist

COST: \$75.00 Examination or re-examination
\$35.00 Original license
\$70.00 Active/inactive renewal — in-state/out-of-state
\$30.00 Duplicate license \$50.00 Renewal penalty
\$30.00 Documents
\$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

License: Denturists

COST: \$200.00 Application, original license, exam and full re-examination
\$100.00 Written re-examination
\$500.00 In-state renewal
\$200.00 inactive Out-of-state renewal
\$ 50.00 Duplicate, replacement or second address license

CODE/ARM: Title 37, Chapter 29; ARM Title 8, Chapter 17

License: Dentists Anesthesia Permit

- COST: \$ 50.00 Full general application
- \$ 15.00 Full general original permit
- \$ 10.00 Full general renewal
- \$ 50.00 Light general application
- \$ 15.00 Light general permit
- \$ 10.00 Light general renewal
- \$ 50.00 Conscious sedation
- \$ 15.00 Conscious sedation original permit, \$10.00 Renewal
- \$100.00 Initial inspection, \$50.00 Re-inspection

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

License: Dental Hygienist

- COST: \$75.00 Examination, reexamination
- \$35.00 Original licensure
- \$50.00 Active/inactive renewal — instate/out-of-state
- \$30.00 Duplicate licensure
- \$50.00 Renewal penalty
- \$30.00 Documents
- \$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

HEARING AID DISPENSERS, BOARD OF

(406) 444-5433

License: Hearing Aid Dispensers

- COST: \$150.00 Application and \$125.00 renewal
- \$100.00 Original license
- \$ 65.00 Re-exam written
- \$ 55.00 Re-exam practical

CODE/ARM: Title 37, Chapter 16; ARM Title 8, Chapter 20

LANDSCAPE ARCHITECTS, BOARD OF

(406) 444-5433

License: Landscape Architecture

- COST: \$ 5.00 Application
- \$ 80.00 Full Examination
- \$ 35.00 License
- \$ 90.00 Renewal

CODE/ARM: Title 37, Chapter 66; ARM Title 8, Chapter 24

MEDICAL EXAMINERS, BOARD OF

(406) 444-4284

License: Acupuncture

- COST: \$20.00 Application fee; \$20.00 Renewal fee
- CODE/ARM: Title 37, Chapter 13; ARM Title 8, Chapter 28

License: Medical Doctor

- COST: \$200.00 Application fee; \$125.00 Renewal fee
- CODE/ARM: Title 37, Chapter 3; ARM Title 8, Chapter 28

License: Nutritionist

- COST: \$45.00 Application fee; \$20.00 Renewal fee
- CODE/ARM: Title 37, Chapter 25; ARM Title 8, Chapter 28

License: Podiatrist

- COST: \$50.00 Application fee; \$25.00 Renewal fee
- CODE/ARM: Title 37, Chapter 6; ARM Title 8, Chapter 28

License: Physician Assistant

COST: \$50.00 Application fee; \$35.00 Renewal fee

CODE/ARM: Title 37, Chapter 20; ARM Title 8, Chapter 28

MORTICIANS, BOARD OF

(406) 444-5433

License: Funeral Director

COST: \$40.00 Renewal

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

License: Mortician

COST: \$75.00 Application; \$30.00 Intern; \$60.00 Renewal; \$25.00 Late Fee

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

License: Mortuary

COST: \$200.00 New Facility Inspection Fee

\$ 45.00 Original

\$125.00 Renewal (includes inspection), \$100.00 late fee

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

NURSING, BOARD OF

(406) 444-4279

License: Registered or Practical Nurse

COST: \$35.00 Examination or endorsement

\$20.00 Annual renewal \$10.00 Endorsement license to another state

\$35.00 NCLEX fee to testing company

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

License: Registered Nurse Specialty Area Recognition

COST: \$25.00 Application fee; \$10.00 Renewal

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

NURSING HOME ADMINISTRATORS, BOARD OF

(406) 444-4285

License: Nursing Home Administrator

COST: \$ 50.00 Application

\$ 60.00 Temporary Permit

\$100.00 May exam

\$120.00 November exam

\$ 60.00 Temporary permit

\$ 85.00 Reciprocal

\$100.00 Active renewal

\$ 50.00 Inactive renewal

\$ 10.00 Licensing History, \$50.00 Penalty-Late Renewal, Duplicate License \$10.00

CODE/ARM: Title 37, Chapter 9; ARM Title 8, Chapter 34

OCCUPATIONAL THERAPISTS, BOARD OF

(406) 444-2961

License: Occupational Therapist

COST: \$160.00 Registered, \$160.00 Assistant, \$80.00 Permit holder

\$ 60.00 Active renewal

\$ 60.00 Late fee

\$ 15.00 Inactive renewal

CODE/ARM: Title 37, Chapter 24; ARM Title 8, Chapter 25

OPTOMETRISTS, BOARD OF

(406) 444-4294

License: Optometrist

COST: \$150.00 Exam, \$250.00 Reciprocity, \$125.00 Original license; \$125.00 Renewal

CODE/ARM: Title 37, Chapter 10; ARM Title 8, Chapter 36

OUTFITTERS AND PROFESSIONAL GUIDES, BOARD OF

(406) 444-3738

License: Outfitter

COST: \$ 50.00 Application

\$ 50.00 exam fee — total \$100.00

\$175.00 Investigation fee

\$100.00 Renewal fee

\$100.00 Inactive

\$ 50.00 Amended application and re-exam

\$ 50.00 Late renewal penalty

\$ 75.00 (review or amend) Operational plan

\$200.00 Equipment inspection

\$ 25.00 Guide license

CODE/ARM: Title 8, Chapter 39

PASSENGER TRAMWAYS, BOARD OF

License: Certificate to Operate Tramway

COST: \$100.00 ea. Aerial Passenger Tramway

\$ 50.00 ea. Ski Mobiles or Chairlifts

\$ 25.00 ea. J-Bar, T-Bar, Platter Pull

\$ 15.00 ea. Rope or Wire Tow

PHARMACY, BOARD OF

(406) 444-5436

License: Registered Pharmacist, Certified Pharmacy, Pharmacy Interns; Licenses for —
Dangerous Drug: Manufacture/Distribute, Dispense, and Research/Analyze

COST: \$ 60.00 Original Registration Pharmacist

\$175.00 Examination

\$250.00 Reciprocity

\$ 55.00 Pharmacist annual renewal

\$110.00 Pharmacist late renewal

\$200.00 Certified Pharmacy original

\$100.00 Certified Pharmacy annual renewal

\$200.00 Certified Pharmacy late renewal

\$ 75.00 Certified Pharmacy, Class IV Facility (original & renewal)

\$ 40.00 Intern registration

\$ 10.00 Certification of grades/transfer of intern hours

\$ 15.00 Copies

\$100.00 Registration DDA manufacture/distribute

\$ 35.00 Registration DDA dispense

\$ 50.00 Registration DDA research/analyze

CODE/ARM: Title 37, Chapter 7 & Title 45 Chapters 9 & 10, Title 50, Chapter 31; ARM Title 8,
Chapter 40

PHYSICAL THERAPIST, BOARD OF

(406) 444-3745

License: Physical Therapist

- COST: \$150.00 PES exam
- \$120.00 Endorsement
- \$ 50.00 Renewal
- \$100.00 Late renewal
- \$ 30.00 Temporary license
- \$ 30.00 Original
- \$ 15.00 Jurisprudence reexam
- \$ 10.00 Duplicate license

CODE/ARM: Title 37, Chapter 11; ARM Title 8, Chapter 42

POLYGRAPH EXAMINERS

(406) 444-5433

License: Polygraph Examiner

COST: \$125.00 Application; \$100.00 Renewal

CODE/ARM: Title 37, Chapter 62; ARM Title 8, Chapter 47

PRIVATE EMPLOYMENT AGENCIES

(406) 444-4370

License: Private Employment

- COST: \$100.00 plus \$2,000.00 Surety Bond required
- \$100.00 Renewal fee
- \$ 25.00 Transfer of license
- \$ 15.00 approval of amended contracts

CODE/ARM: Title 39, Chapter 5; ARM Title 24, Chapter 19

PRIVATE SECURITY PATROLMEN AND INVESTIGATORS, BOARD OF

(406) 444-3738

License: Private Security Patrolmen and Investigators

- COST: \$200.00 each — Contract security company, proprietary security organization, private investigator, qualifying agents & resident managers, and security alarm installer.
- \$ 50.00 License renewals, (One-half price on renewals only for each additional license for dual or multiple licenses.)
- \$ 75.00 each — Armed contract security employee, armed proprietary security employee, \$25.00 Renewal fee
- \$ 25.00 Unarmed employee, contract security employee, proprietary security employee;
- \$ 10.00 Renewal; \$25.00 Late renewal fee
- Renewal for Unarmed alarm installer, employee \$10.00, exam fee \$25.00, Re-exam fees \$ 20.00, Late renewals \$25.00, Branch office application \$30.00

CODE/ARM: Title 37, Chapter 60; ARM Title 8, Chapter 50

PROFESSIONAL ENGINEERS & LAND SURVEYORS, BOARD OF

(406) 444-4285

License: Engineer, Land Surveyor, Engineer-in-Training certification, Land Surveyor-in-Training, Engineer/Surveyor/Emeritus/Corp.

COST: \$ 40.00 EIT application & exam
Engineer application & exam: \$120.00 MT EIT,
\$140.00 Out of state EIT
\$100.00 Engineer comity (Reciprocity)
\$ 60.00 LSIT application & exam
\$ 80.00 LS application & exam
\$100.00 LS comity & exam
\$160.00 E/S comity & exam
\$ 50.00 Re-exam (all categories)
\$ 40.00 PE, LS biennial renewal
\$ 60.00 E/S biennial renewal \$15.00 one-time fee — Emeritus
\$ 40.00 — Corp. APP — \$15.00 Renewal (Biennial)

CODE/ARM: Title 37, Chapter 67; ARM Title 8, Chapter 48

PSYCHOLOGIST, BOARD OF

(406) 444-5436

License: Psychologist

COST: \$110.00 Application fee; \$150.00 Exam; \$110.00 Renewal fee

CODE/ARM: Title 37, Chapter 17; ARM Title 8, Chapter 52

PUBLIC ACCOUNTANTS, BOARD OF

(406) 444-3739

License: Certified Public Accountants & Licensed Public Accountant

COST: \$100.00 Exam
\$ 20.00 Re-exam fee for each part
\$ 70.00 Reciprocity or transfer of grades
\$ 60.00 Original & Renewal of permit
\$ 35.00 Original & renewal for non-permit holder

CODE/ARM: Title 37, Chapter 50; ARM Title 8, Chapter 54

RADIOLOGIC TECHNOLOGISTS, BOARD OF

(406) 444-4288

License: Radiologic Technical

COST: \$30.00 Application
\$15.00 Original certificate
\$25.00 Renewal
\$40.00 Penalty
\$15.00 Duplicate

CODE/ARM: Title 37, Chapter 14; ARM Title 8, Chapter 56

License: Radiologic Tech. — Limited Permit Holder

COST: \$30.00 General exam
\$15.00 Each additional exam
\$30.00 Application
\$15.00 Original certificate
\$25.00 Renewal
\$40.00 Penalty
\$15.00 Duplicate
\$70.00 Temporary permit

REAL ESTATE, BOARD OF

(406) 444-2961

License: Sales

COST: \$35.00 Exam; \$35.00 License; \$30.00 Renewal fee; \$30.00 Re-exam; \$30.00 Reschedule
CODE/ARM: Title 37, Chapter 51; ARM Title 8, Chapter 58

License: Broker

COST: \$35.00 Exam; \$65.00 License; \$60.00 Renewal fee; \$30.00 Re-exam; \$30.00 Reschedule
CODE/ARM: Title 37, Chapter 51; ARM Title 8, Chapter 58

License: Branch Office

COST: \$30.00 License; \$30.00 Renewal fee
CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

License: Timeshare Sales

COST: \$35.00 Exam; \$15.00 License; \$15.00 Renewal fee
CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

License: Timeshare Broker

COST: \$35.00 Exam; \$35.00 License and renewal
CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

License: Timeshare Registration

COST: \$500.00 License
CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

SANITARIANS, BOARD OF

(406) 444-2961

License: Registered Sanitarians

COST: \$50.00 Application; \$90.00 Exam or re-exam; \$35.00 Renewal fee; \$35.00 Late fee; \$50.00
Reciprocity
CODE/ARM: Title 37, Chapter 40; ARM Title 8, Chapter 60

SOCIAL WORK EXAMINERS & PROFESSIONAL COUNSELORS, BOARD OF

(406) 444-4285

License: Professional Social Worker and/or Counselor

COST: \$75.00 Application fee; \$75.00 Exam; \$100.00 Original license and renewal (annual)
CODE/ARM: Title 37, Chapter 22 — Social Workers Title 37, Chapter 23 — Counselors ARM
Title 8, Chapter 61

SPEECH PATHOLOGISTS & AUDIOLOGISTS, BOARD OF

(406) 444-4282

License: Speech Pathologist, Audiologist & Aide

COST: \$40.00 Application; \$25.00 License; \$25.00 Renewal Late fee - renewal \$2.50 per month;
\$10.00 Inactive; \$20.00 Aide, \$10.00 Late renewal fee
CODE/ARM: Title 37, Chapter 15; ARM Title 8, Chapter 62

VETERINARY MEDICINE, BOARD OF

(406) 444-5436

License: Veterinarian

COST: \$75.00 Exam application; \$50.00 Restoration; \$25.00 Renewal
CODE/ARM: Title 37, Chapter 18; ARM Title 8, Chapter 64

DEPARTMENT OF FAMILY SERVICES

Audit & Evaluation Division

48 North Last Chance Gulch
Helena, MT 59620
(406) 444-5900

License: Adult Foster Care — Four or Fewer Disabled Adults or Aged Persons

COST: None

CODE/ARM: Title 53, Chapter 5; ARM Title 11, Chapter 16

License: Child Adoption Agencies

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11

License: Child Care Agencies — 24 Hour Care/13 or More Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

License: Community Homes for Developmentally Disabled

COST: None

CODE/ARM: Title 53, Chapter 4 & 20; ARM Title 11, Chapter 18

License: Day Care Center — Less Than 24 Hour Care/13 or More Children

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 14

License: Group Homes for the Physically Disabled — Two to eight severely disabled persons

COST: None

CODE/ARM: Title 53, Chapter 19; ARM Title 11, Chapter 19

License: Youth Foster Care — 24 Hour Care/Six or Fewer Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

License: Youth Group Home — 24 Hour Care/7-12 Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

License: Child Placing Agencies

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11

FISH, WILDLIFE & PARKS

Law Enforcement Division

1420 East 6th Avenue
Helena, MT 59620
(406) 444-2452

License: Bird Farm Permit/Fur Farm Permit

COST: \$25.00 initial; \$15.00 renewal — annually

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

License: Commercial Minnow Seining License

COST: \$10.00 Annually

CODE/ARM: Title 87, Chapter 3 & 4; ARM Title 12, Chapter 7

License: Fishing Pond — Commercial

COST: \$500.00 Surety Bond required

CODE/ARM: Title 87, Chapter 4

License: Fishing Pond — Private

COST: None

CODE/ARM: Title 87, Chapter 4

- License:** Fur/Hide Dealer License
 COST: \$10.00 Resident
 \$50.00 Nonresident minimum, or same as applicants home state whichever is higher
 \$10.00 Fur Dealer Agent
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- License:** Fur Farm
 COST: \$25.00 New; \$15.00 Renewal
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- License:** Game Farm Permit
 COST: \$100.00 Initial fee; \$25.00 Annual renewal
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- License:** Shooting Preserves License
 COST: \$50.00 for 1st 160 acres, plus \$20.00 for each additional 160 acres
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6
- License:** Taxidermist License
 COST: \$15.00
 CODE/ARM: Title 87, Chapter 4; ARM None
- License:** Zoo (roadside) or Menagerie Permit
 COST: \$10.00 — 5 animals or less; \$25.00 more than 6 animals
 CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

Fisheries Division

1420 East 6th Avenue
 Helena, MT 59620
 (406) 444-2449

- License:** Commercial Fishing Permit
 COST: \$500.00 Class A; \$200.00 Class B; No fee for Class X
 CODE/ARM: Title 87, Chapter 3 & 4; ARM Title 12, Chapter 7

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

Food and Consumer Safety Bureau

1400 Broadway, Cogswell Building
 Helena, MT 59620
 (406) 444-2408

- License:** Food Purveyor License
 COST: \$30.00 Annually
 CODE/ARM: Title 50, Chapter 50; ARM Title 16, Chapter 10
 Individuals must contact the County Sanitarian in the county in which business will operate to receive license.
- License:** Public Accommodation License (hotel/motel, tourist home, rooming house or boarding house, retirement home)
 COST: \$30.00 Annually
 CODE/ARM: Title 50, Chapter 51; ARM Title 16, Chapter 10
- License:** Tourist Campground and/or Trailer Court License (rv & tent spaces, mobile home sites)
 COST: \$30.00 Annually
 CODE/ARM: Title 50, Chapter 52; ARM Title 16, Chapter 10
- License:** Swimming Pool or Area Approval
 COST: None
 CODE/ARM: Title 50, Chapter 53; ARM Title 16, Chapter 10

License: Septic Tank, Cesspool, and Privy Cleaner License
COST: \$25.00 Annually
CODE/ARM: Title 37, Chapter 41; ARM Title 16, Chapter 14, Subchapter 8
Disposal sites must be approved by county health officer or sanitarian.

Water Quality Bureau

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-2406

License: Subdivision Certificate of Approval
COST: Maximum of \$48.00 per lot, trailer space or condominium living unit
CODE/ARM: Title 76, Chapter 4; ARM Title 16, Chapter 16

Health Services Division

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-3895

License: Ambulance Service License
COST: \$35.00 Annually
CODE/ARM: Title 50, Chapter 6; ARM Title 16, Chapter 30

Licensing & Certification Bureau

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-2037

License: Mental Health & Mental Retardation Institutions — Receive Health Care Facility/Service
COST: \$20.00 — 20 beds or less; \$1.00 per bed — 21 beds or more
CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

License: Hospitals — Receive Health Care Facility/Service
COST: \$20.00 — 20 beds or less; \$1.00 per bed — 21 beds or more
CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

License: Receive Health Care Facility/Service*
COST: \$20.00 — 20 beds or less; \$1.00 per bed — 21 beds or more
CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

* Health care related facilities, including skilled and skilled/intermediate care facilities, personal care facilities, infirmaries, intermediate developmental disability care facilities, chemical dependency facilities, outpatient facilities, adult daycare center, Hospices, and medical assistance facilities.

License: Home Health Agencies — Receive health Care Facility/Service
COST: \$20.00
CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

License: Outpatient Facilities — Receive Health Care Facility/Service
COST: \$20.00
CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

Health Planning & Resource Development Bureau

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-3121

License: Certificate of Need*
COST: 0.3% of proposed expenditure with \$500.00 minimum fee
CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32
* Required prior to receiving Health Care Facility/Service License.

DEPARTMENT OF HIGHWAYS

Gross Vehicle Weight Division

2701 Prospect Avenue
Helena, MT 59620
(406) 444-6130

License: Application and Special Permit — GVW Form *32
COST: \$10.00 — \$200.00, plus weight mileage fees or \$10.00 — \$50.00
CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8
*Issued for oversize and/or overweight vehicles and loads.

License: Gross Vehicle Weight Fees Receipt — GVW Form 3
COST: Variable
CODE/ARM: Title 61, Chapter 3 & 10; ARM Title 18, Chapter 8

License: Liquified Petroleum Gas — GVW Form *32
COST: \$27.00 — \$1806.00
CODE/ARM: Title 15, Chapter 71; ARM Not Assigned

License: Proportional Licensing — Apportionment*
COST: Percentage of miles traveled in Montana
CODE/ARM: Title 61, Chapter 3 & 10; ARM Title 18, Chapter 8
*For licensing of Interstate commercial vehicles

License: Restricted Route — Load Permits — GVW Form *32
COST: \$20.00 Trip; \$100.00 Term
CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8
*Issued for vehicles hauling in excess of 80,000 pounds.

License: Temporary Special Fuel — GVW Form *32
COST: \$30.00
CODE/ARM: Title 15, Chapter 70-71; ARM Title 18, Chapter 8
*Issued to residents and nonresidents in lieu of regular license through Dept. of Revenue

License: Temporary Trip Permit — GVW Form *32
COST: \$10.00 — \$20.00 Based on mileage
CODE/ARM: Title 61, Chapter 10; ARM Title 8, Chapter 8
*Issued to nonresidents in lieu of regular license.

DEPARTMENT OF JUSTICE

Motor Vehicle Division

Registrar's Bureau
925 Main
Deer Lodge, MT 59722
(406) 846-1424

License: Boat Dealers
COST: \$5.00 for 2 Decals, \$2.00 each additional decal
CODE/ARM: Title 23, Chapter 2

License: Manufacturer, Distributor & Importer
COST: \$15.00 Annually — Renewal in June of each year
CODE/ARM: Title 61, Chapter 4

License: Motorcycle Dealers
COST: \$45.00 License fee; \$5.00 Application fee; \$3.00 Per set of demonstration plates**
CODE/ARM: Title 61, Chapter 4
Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.
Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement from distributor.

License: New Car Dealers

COST: \$5.00 Application fee; \$25.00 License fee includes one set of dealer plates** ; \$25.00 Per set of additional dealer plates; \$3.00 Per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement from distributor.

License: Recreational Vehicle Dealers

COST: \$5.00 Application fee; \$25.00 License fee includes one set of dealer plates** ; \$25.00 per set of additional dealer plates; \$3.00 Per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond. Must certify that applicant is recognized by a manufacturer, importer or distributor as a dealer in recreational vehicles.

License: Snowmobile Dealers

COST: \$5.00 Application fee and \$5.00 registration fee entitles dealer to 2 identification cards; \$2.00 per additional identification cards

CODE/ARM: Title 23, Chapter 2

License: Trailer Dealers and Special Mobile Equipment

COST: \$45.00 License fee; \$5.00 Application fee, \$3.00 Per set of demonstrator plates**

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.

License: Used Car Dealers'

COST: \$300.00 Initial fee for original application

\$ 5.00 Application fee

\$ 25.00 License fee includes set of dealer plates**

\$ 25.00 Per set of dealer plates

\$ 3.00 Per set of demonstration plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond. Used car dealers must sell a minimum of six (6) cars per year or the initial \$300.00 fee will have to be paid upon renewal of the license.

** After July 1, of each year the dealer demo plate fee is cut in half for the remainder of that year.

DEPARTMENT OF LABOR AND INDUSTRY

Workers' Compensation Division

5 South Last Chance Gulch

Helena, MT 59601

(406) 444-6401

License: Boiler Engineer

COST: \$8.00 Low Pressure; \$12.00 Third Class; \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

License: Construction Blaster

COST: \$5.00 Application fee; \$5.00 Examination fee; \$15.00 License fee; \$10.00 Renewals

CODE/ARM: Title 37, Chapter 72; ARM Title 24, Chapter 30

License: Crane and Hoisting

COST: \$12.00 Third Class; \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

First and Second Class require an Annual Physical Form signed by a medical doctor. Third Class does not need annual physical.

License: Hoisting Engineer

COST: \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

Annual renewal must have current Annual Physical Form signed by a medical doctor.

License: Traction License

COST: \$12.00; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

DEPARTMENT OF LIVESTOCK

State Veterinarian

301 Roberts, Scott Hart Building

Helena, MT 59620

(406) 444-2043

License: Animal Importation Health Certificate

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 18

License: Animal Importation Permit

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 18

License: Bone Meal Exemption Permit

COST: None

CODE/ARM: None; ARM Title 32, Chapter 6

License: Bovine Semen Shipment, Manufacture or Sale Permit

COST: None

CODE/ARM: Title 81, Chapter 2; ARM None

License: Brucellosis Vaccination Certificate

COST: None

CODE/ARM: Chapter III, Montana Session Laws of 1981

License: Condensed, Evaporated, or Powdered Milk Factory

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM None — see Federal Regulation

License: Cream Station

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

License: Dairy Farmer

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM None

A dairy is place where milk or cream is produced and kept in its original form for public consumption.

License: Egg Dealers

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

Applies to those selling more than 25 cases per month.

License: Egg Graders

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

License: Fluid Milk Plant

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 9

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

License: Garbage Feeders (To Swine)

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 6

Must comply with specific cooking of garbage requirements.

License: Grader, Weigher, Sampler, and Hauler

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

Required for grading, weighing, sampling or hauling dairy products.

License: Manufactured Dairy Products

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

Not required if dairy licensed under MCA Title 81, Chapter 21.

License: Manufactured Dairy Products Plant

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

License: Meat Establishment

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

License: Milk & Cream Testers

COST: \$10.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

License: Milk Distributor's Permit

COST: None

CODE/ARM: Title 81, Chapter 23; ARM Title 32, Chapter 10

License: Montana Quality Label

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 6

License: Permission for Sale or Distribution of Animal Tuberculin

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 3

Department must be notified of destination

License: Poultry Slaughterhouse, Poultry Meat Packinghouse, Poultry Meat Depot

COST: None

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 6

Slaughterhouse means place where poultry are butchered. Meat Packinghouse means place where poultry are prepared and/or processed. Meat Depot means place where poultry products are stored.

License: Rendering or Disposal Plant

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

Brand Enforcement Division

301 Roberts, Scott Hart Building

Helena, MT 59620

(406) 444-2045

License: Aerial Hunting Permit (of Coyotes)

COST: \$30.00 for 1 year, 40.00 for 1-2 years, \$50.00 for 3 years

CODE/ARM: Title 81, Chapter 7; ARM Title 32, Chapter 22

License: Hide Dealers or Buyers

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

License: Livestock Dealers

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

License: Livestock Market Certificate of Public Convenience & Necessity

COST: \$100.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

Conservation Districts Division

1520 East 6th Avenue

Helena, MT 59620

(406) 444-6667

License: 310 Permit (Issued by individual Conservation Districts)

COST: None

CODE/ARM: Title 75, Chapter 7; ARM Title 36, Chapter 6

Permit required for any physical alteration of a natural, perennially flowing stream.

License: Water Reservation

COST: \$100.00*

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 16

*Other costs may be incurred in the preparation of an EIS and in conducting a contested case hearing. Potential applicants should contact DNRC well in advance of anticipated application date.

Public entities may "reserve" water for future beneficial users or to maintain minimum streamflows. Applicants must establish purpose, need, water availability, and amount of water required. Board of Natural Resources and Conservation makes final decision on granting reservation requests.

Energy Division

1520 East 6th Avenue

Helena, MT 59620

(406) 444-6697

License: Certificate of Public Need and Environmental Compatibility

COST: Cost of processing application, not to exceed maximums based upon the estimated cost of the facility, according to the following scale:

4% of estimated cost up to \$1 million, plus

1% of estimated cost over \$1 million and up to \$20 million, plus

0.5% of estimated cost over \$20 million and up to \$100 million, plus

0.25% of estimated cost over \$100 million and up to \$300 million, plus

0.125% of estimated cost over \$300 million and up to \$1 billion, plus

.05% of any amount of estimated cost over \$1 billion

CODE/ARM: Title 75, Chapter 20; ARM Title 36, Chapter 7

Certificate required for major facilities of specified capacities that generate or transmit electricity, produce gas or liquid hydrocarbon products from coal, enrich uranium minerals, utilize or convert coal, or utilize geothermal resources, and their associated facilities such as transportation links, aqueducts, dams and substations. Not pertinent to most small business.

Oil and Gas Conservation Division

1520 East 6th Avenue

Helena, MT 59620

(406) 444-6675

License: Drilling Permit

COST: \$ 25.00 for each well whose depth is 3,500 feet or less
\$ 75.00 for each well whose depth is 3,501 ft. to 7,000 ft.
\$150.00 for each well whose depth is greater than 7,000 ft.

CODE/ARM: Title 82, Chapter 11; ARM Title 36, Chapter 22

Permit required prior to commencing the drilling of a well for oil and gas.

License: Geophysical Exploration Permit*

COST: \$5.00 per calendar year and a Surety Bond of \$10,000 for a single geophysical crew or a blanket Surety Bond of \$25,000 for all geophysical crews of a firm.

CODE/ARM: Title 82, Chapter 1; ARM Title 36, Chapter 22

*Geophysical exploration permits are issued by the various county clerk and recorders, the bond is required by the Secretary of State. The Oil & Gas Division is involved in regulation of location and plugging procedures ONLY.

Water Resources Division

32 South Ewing

Helena, MT 59620

(406) 444-6601

License: Application for Provisional Permit for Completed Stockwater Pit or Reservoir

COST: \$10.00*

CODE/ARM: Title 85, Chapter 2

*Maximum capacity of the pit or reservoir must be less than 15 acre-feet.

License: Beneficial Water Use Permit

COST: A) Application for consumptive uses:

0 — less than 25 acre-feet per year \$50.00

25 — less than 100 acre-feet per year \$100.00

100 — less than 500 acre-feet per year \$150.00

500 — less than 1,000 acre-feet per year \$200.00

1,000 — or more acre-feet per year \$250.00

B) Application for non-consumptive uses:

0 — less than 1,000 acre-feet per year \$50.00

1,000 — less than 10,000 acre-feet per year \$100.00

10,000 — or more acre-feet per year \$200.00

For any application with a combination of consumptive and non-consumptive uses the rate schedule shown in A above shall apply.

C) For any request for an Interim Permit to drill and test only, there shall be a fee of \$10.00 in addition to the rate shown in A or B above.

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating groundwater outside a controlled groundwater area, where a permit is not required for a well or developed spring of less than 100 gallons per minute. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to small business using water from municipal systems.

License: Change or Appropriation Water Right

COST: \$50.00

For change applications concerning a replacement well or reservoir in the same source for domestic or stockwatering purposes; flat rate fee of \$10.00

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

Approval required for changing the place of diversion or place of use; severing all or any part of a right from the land; selling the right for other purposes or to other lands; or making the right appurtenant to other lands. Not pertinent to small business using water from municipal systems.

License: Lakeshore Work Permit

COST: \$10.00

CODE/ARM: Title 75, Chapter 7

Permit required for any work that will alter the source, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has adopted lakeshore protection regulations.

License: Notice of Completion of Groundwater Development

COST: \$10.00*

CODE/ARM: Title 85, Chapter 2

*Ground-water developments with a maximum use of less than 100 gallons per minute on a well or developed spring.

License: Weather Modification License

COST: \$100.00

CODE/ARM: Title 85, Chapter 3; ARM Title 26, Chapter 20

License required for any person desiring to engage in weather modification activities.

License: Weather Modification Permit

COST: 1% of estimated cost of weather modification operation

CODE/ARM: Title 85, Chapter 3; ARM Title 26, Chapter 20

Permit required before any weather modification or control activity may proceed.

PUBLIC SERVICE COMMISSION

Transportation Division

2701 Prospect Avenue, Building D

Helena, MT 59620

(406) 444-6191

License: Certificate of Public Convenience and Necessity

COST: Application Fees —

\$100.00 1-5 counties

\$200.00 6-25 counties

\$300.00 25 counties to statewide

CODE/ARM: Title 69, Chapter 11 & 12; ARM Title 38, Chapter 2 & 3

Certificate is required for the transportation of goods for hire. Burden of proof is on the applicant to prove that he is fit, willing and able to provide the service and that there is a public need for the service.

DEPARTMENT OF REVENUE

Corporation Tax Bureau

Mitchell Building, Room 322

Helena, MT 59620

(406) 444-2441

License: Non-Profit Organizations

COST: None

CODE/ARM: Title 15, Chapter 31; ARM Title 42 Chapter 23

Must register with Secretary of State as a nonprofit organization

License: Individuals who engage in selling coal at retail must notify the Division. Individuals who produce or sell cement or gypsum products must notify the division for special report and license taxes.

COST: .05c/ton of coal; .22c/ton of cement; .05c/ton of gypsum

CODE/ARM: Title 15, Chapter 59; ARM None

Income & Miscellaneous Tax Division

Business Tax Section

Mitchell Building, Room 426
Helena, MT 59620
(406) 444-3388

License: Store Retail/Wholesale License

COST: \$11.00 — \$206.00 Retail Annually
\$43.50 — Wholesale Annually

CODE/ARM: Title 15, Chapter 57

License: Cigarette Dealer

COST: \$5.00 to \$50.00 Annually

CODE/ARM: Title 16, Chapter 11; ARM Title 42, Chapter 31

License: Registration of Employer for Withholding Tax Purposes

COST: None

CODE/ARM: Title 15, Chapter 30; ARM Title 42, Chapter 17

License: Registration of Owner/Operator for Accommodations Tax Purposes

COST: 4% of sleeping room charge only

CODE/ARM: Title 15, Chapter 65; ARM Title 42, Chapter 14

Liquor Division

Mitchell Building, Room 375

Helena, MT 59620
(406) 444-2540

License: All-Beverage

COST: From \$400.00 — \$800.00 annually by population, plus \$100.00 for processing applications and \$20,000.00 original fee for cities with population over 10,000.
Nationally chartered veterans organizations \$250.00 — \$650.00
passenger carrier license (railroads and airlines) \$300.00 each
special all-alcoholic beverage for veterans & fraternal organizations \$20.00
resort \$2,000.00
catering endorsement \$250.00 annually plus \$35.00 for each event.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Beer Retail

COST: \$200.00 On/off premise — annually, plus \$100.00 fee for processing applications
\$ 30.00 (2 day minimum, then \$15.00 per day thereafter) for special beer and/or table
wine permits

\$ 10.00 per day veterans or fraternal permit for associations or corporations.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Beer Wholesaler

COST: \$400.00 Annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Brewer or Beer Importer

COST: \$500.00 Annually plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Liquor Manufacturer

COST: \$600.00 Annually, plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Wine Distributor

COST: \$400.00 Annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Wine Retail

COST: \$200.00 Annually, on/off premises, plus \$500.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

Motor Fuels Tax Division

2517 Old Airport Road
Upstairs, Liquor Warehouse
Helena, MT 59601
(406) 444-3474

License: Alcohol Distributor

COST: Varies
CODE/ARM: Title 15, Chapter 70

License: Diesel Fuel Dealer & User

COST: Required bond amount determined by division. The bond can be either a Surety Bond or Cash Bond.

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 28

License: Gasoline Dealer Refund Permits

COST: None, nontransferable, shall be issued until cancelled for cause

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 27

License: Gasoline Distributor

COST: Varies
CODE/ARM: Title 15, Chapter 70; ARM None

SECRETARY OF STATE**Corporations Bureau**

State Capitol, Room 225
Helena, MT 59620
(406) 444-3665

License: Articles of Incorporation

COST: \$20.00, plus license fee based on authorized shares (Minimum \$70.00)

CODE/ARM: Title 35, Chapter 1; ARM Title 44, Chapter 5

Further forms will be required for any amendments to articles.

License: Certificate of Limited Partnership

COST: \$20.00

CODE/ARM: Title 35, Chapter 12; ARM Title 44, Chapter 5

Further forms will be required for any amendments to registration.

License: Registration of Assumed Business Name (DBA)

COST: \$15.00, Renewed every 5 years

CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5

Further forms will be required for any amendments to registration.

License: Registration of Trademark

COST: \$20.00, Renewed every 10 years

CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5

Further forms will be required for any amendments to registration.

Facsimile services available. Please contact the Secretary of State's office.

DEPARTMENT OF STATE LANDS

1625 Eleventh Avenue
Helena, MT 59620

License: Professional Financial Consulting

COST: Fee set by rule, up to 50 percent of the actual direct cost of services, not to exceed \$250.00.

Collected by: Department of Agriculture

License: Rendering (Disposal Plant License)

COST: Plants providing removal and rendering of dead animals require licensing — \$1.00; Renewal — \$1.00.

Collected by: Department of Livestock

License: Rodenticide

COST: Surcharge of 5 cents per dollar of the retail sales price of rodenticide registered for field rodent control. Products registered solely for home, yard, lawn, garden, and other domestic use are exempt.

Collected by: Department of Agriculture

License: Seed

COST: \$35.00 for conditioning plant, labeling, and dealers license; \$15.00 for dealers license only.

Collected by: Department of Agriculture

License: Slaughterhouse, Meat Packing House, and Meat Depot Licenses

COST: \$5.00 — License; \$5.00 — Renewal

Collected by: Department of Livestock

License: Voluntary Agricultural Debt Mediation

COST: Fee set by rule, a participant will not be charged more than 50 percent of the actual direct cost of mediation not to exceed \$300.00.

Collected by: Department of Agriculture

License: Wheat and Barley

COST: Annual voluntary assessment of 6 mills on all wheat and 12 mills per hundred-weight on all barley grown in Montana. Refunds requested from Wheat and Barley Committee, Montana Department of Agriculture, Great Falls, Montana.

Collected by: Point of first sale or first lender and submitted to the Department of Agriculture

Natural Resources

License: Environmental Impact Statements

COST: Fees are collected by whichever agency happens to be taking the action which necessitates preparation of an environmental impact statement (EIS) under the Montana Environmental Policy Act. The law is not specific to the Department of Natural Resources (DNRC), and DNRC would not be able to provide information on or collect fees for an EIS being prepared by another agency.

Collected by: Information available from and fees collected by: The agency where the application will be filed

License: Forest Fire Protection

COST: Owners of classified forest land shall provide for the protection and suppression of fire on their land. If they do not, the Department of State Lands may provide it at a cost to the landowner of not more than seventeen cents per acre, and not less than \$14.00 per owner per year in each protection district.

Collected by: Fees collected with taxes, information available from Department of State Lands.

License: Forest Products

COST: Permits are required to harvest forest products from state-owned forest land. These include fire wood, Christmas trees, posts, poles, and saw timber. Permits are required in all cases and fees vary. Contact nearest Department office for more information.

Collected by: Information available from and fees collected by: Department of State Lands, Forestry Division

License: Grass Conservation — Grazing District Fees

COST: DNRC collects \$.05 per animal unit for administration; a maximum of \$.15 per animal unit is allowed by law. In addition, the Public Lands Council collects \$.03 per animal unit month, and the Montana Association of State Grazing Districts collects \$.04 per animal unit month.

Collected by: Department of Natural Resources and Conservation, Conservation Districts Division; Public Lands Council; and Montana Association of State Grazing Districts

License: Land Use Fees

COST: Required of those using state lands. These fees include grazing lease fees, mining leases, prospecting permits, oil and gas leases, and others. Any individual considering the use of state land for any purpose should consult the nearest Department office.

Collected by: Department of State Lands

License: Oil and Gas Drilling Permit

COST: Before drilling an oil or gas well, stratigraphic test well, or core hole, a person must secure a permit. Fees for the permit vary according to the depth of the hole to be drilled.

Collected by: Department of Natural Resources and Conservation, Oil and Gas Conservation Division

License: Oil and Gas Privilege and License Tax

COST: All operators and producers of oil and gas are required to pay an assessment on crude petroleum or natural gas at a rate not to exceed 2/10 of 1% of its market value. The rate is set annually to fund the Montana Oil & Gas Commission.

Collected by: Department of Revenue, Natural Resource and Corporation Tax Division

License: Sawmill Licenses

COST: Portable sawmills located on forest land must be licensed. License fee — \$2.00.

Collected by: Department of State Lands

License: Special Use Fees

COST: Use of state-owned forest or water resource land for grazing livestock, cabin sites, R/W easements, etc. requires special use permits. Fees vary depending on use.

Collected by: Department of State Lands

License: Timber Slash

COST: Before cutting forest trees or building logging roads on private land, you must sign a Hazard Reduction Agreement with the Department of State Lands (DSL). The agreement says that you will meet DSL's minimum standards for controlling fire hazards caused by your slash. The agreement is issued for a fee of \$25.00, payable to DSL. Also, purchasers of logs, posts and poles will withhold the equivalent of \$6.00 per 1,000 board feet (MBF) from their payment to you, and transmit the money to DSL as performance bond. The bond is refundable after DSL certifies that you have met the slash standards. In addition, purchasers will withhold from their payment to you, 60 cents per MBF for DSL's services. If you sell more than 500 MBF in any year, the excess service fees will be refunded by DSL when the agreement is closed.

Collected by: Department of State Lands

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Requirements when taking on a partner or hiring employees:

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2. Register with Unemployment and Workers Compensation
3. Register the business name with the Secretary of State.

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* If a tangible product is sold.

** If Appropriate

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* If a tangible product is sold.

** If Appropriate

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